500 Help Wanted General

Accounting

## CONTROLLER

Multi million dollar B.E. Michigan Civil Rights Organization needs self starter with track record responsible for accounting operations & preparation of financial statements of non-profit entities & for-profit manufacturing subsidiaries. Position assumes knowledge of computer based systems & requires experience. Must know or learn ORACLE Financials

Send resume to:

Focus, HOPE
Human Resources
1355 Oakman Blvd
Detroit, MI 48238

ACCOUNTING - Troy, E.A. firm seeks tax preparer with tax preparer experience or tax prep course work with 1040 returns. (810) 524-2882

ACCOUNT REPRESENTATIVE
Challenging, Career Oriented Looking for individuals that are sales & goal oriented to promote accounts, create sales services & internalize loan applications. Professional appearance, sales & computer skills needed for this fast paced position. Excellent benefits package. Please submit resume or apply to: Hospital & Health Services Personnel, Attention: Job Personnel 2400 Green Rd Ann Arbor MI 48105

ACCOUNTS PAYABLE CLERK
Detail oriented person with computer knowledge needed for established West Bloomfield Builder/Developer. Experience preferred. Send resumes to Chris Dalton, 6800 Middlebelt, West Bloomfield, MI 48323

ACCOUNTS PAYABLE CLERK
Successful Bloomfield CPA firm seeks an internal Accounts Payable Clerk. Ideal candidate will possess at least 2 years of A/P experience and have excellent communication skills. Computer experience is a must. Interested please send resume and salary requirements to: HR Director, PO Box 681, Southfield, MI 48037.
An Equal Opportunity Employer

ACT NOW
Office / Warehouse
$350 weekly average
New Firm Delaware Corporation Distribution company needs help in all areas Will train Car required Proper attire please call:
(313) 523-7819

ADMINISTRATIVE/ PAYROLL
Immediate entry level positions available for detail oriented people include with outgoing personalities. Computer literate, excellent math skills, good math aptitude, organizational skills & a strong desire to provide customer service. First year salary potential: $16K. Excellent benefits package available. Send resume to:
PAYCHEX, INC.
6960 Orchard Lake Rd
Suite 110
W. Bloomfield, MI 48322

ADVERTISING SALES full time position with magazine. Must have excellent oral & written communication skills. College degree & graphics experience preferred. Salary DOE. Send to D & F, P.O. Box 64X, Brighton, MI 48116

AEROSPACE
TITANS
$10/HR. TEMP TO PERM
Prefer Associates Degree
(East, Central, Ann Arbor)
Arbor Technical 459-1166
FAX 459-1593

AGENCY DEVELOPMENT SPECIALIST

Here is a great way to make the most of your skills, with a growing industry leader Nationwide Insurance.

We're currently looking for an Agency Development Specialist in the West Bloomfield area to assist appointments for our agents. Provide them information from customers and inform them of our products and services. Youll also be called upon for general office support and other customer service functions. To qualify you need to be a self starter with at least 2 years of sales experience and good phone personality, keyboard and interpersonal skills. Some evening hours required

This could be a great way to grow professionally while enjoying an attractive salary package. Interested? Send/fax resume today to

NATIONWIDE INSURANCE
Attn Jeff Kaplan
34400 Grand River
Suite 118
Southfield, MI 48034
Fax 810 352 1183

EOE/M/F/D/V

AIDE - loving family seeks mature person to care for our 3 year old. Light nature to care for elderly Mother on occasional basis. Light housekeeping & cooking. Non smoker. Experience helpful. References. Call between 9-5 weekdays
Barb-Tom

- AIRCRAFT FUELING
$7/hr after 90 days. Possible full time work in 12 months. Apply at Sky Helm Flight Support, Detroit Metro Airport. Exit 34B Lucas/Middlebelt Rd. TOCAL/DFW

ALARM INSTALLERS/ HELPERS
Immediate openings for experienced, quality minded alarm installers for high end commercial installations. Training provided. Paid benefits include family health/dental care, 401k, 6 paid holidays, sick and vacation days. Top wages paid for right candidates.
Apply Mon - Fri, 9am-4pm at

Systems Security
2775 Coolidge Hwy
Lathrup Village

ALL NIGHTERS!
NITE, Swing & Weekend
Temp to Perm
ARBOR TEMPS 459-1199

ALL POSITIONS AVAILABLE
FULL OR PART TIME
To work with adults with developmental disabilities. Benefits available. Sandra, Direct Care Housekeepers & Drivers. Excellent benefits. Full time, Flexible schedule. Helpful Good attitude, record a must. Call (810) 478-0875

All Redeemer Others

1996 Expansion
$10.25
National firm has 31 part/full time openings that must be filled immediately. Flexible schedules.
Call Today! 810-474-9090

ALTERNATIVES
SEASONAL
Flexible hrs. Good pay. Birmingham Area 810-647-2088

AMBITIOUS AND ORGANIZED!

Are You
- Energetic, Bright, Self motivated?
- Energized Dependable?
- Interested in Earning Bonuses?
- Tired of working nights, weekends, & holidays?

Do you want
- A great opportunity to earn a lot?
- A full time position?
- Advancement opportunities?

We have openings in Clerical, Delivery and Warehouse
- a serious, steady income with
AMGROUP / 221 MEDICAL
Call (810) 347-3866 today!

AMX AUTOMOTIVE dealership seeking experienced BODY SHOP ESTIMATOR. Excellent benefits package, training programs, competitive wages. Contact Body Shop Manager, Mr. Dan Kaplan, AMX CHRYSLER-JEEP, 3600 Jackson Rd, Ann Arbor, MI 48103

500 Help Wanted General

AMERICA'S LARGEST SERVICE COMPANY
NEW YEAR
NEW CAREER
We are now accepting applications for the following positions:
- Marketing Representatives
- Telemarketing Representatives

We offer a base starting salary plus commission package that will start you off on the right foot. $225 - $30K. The benefit package also includes Medical, Dental, 401-K retirement, stock plan and stock options.
Call today to schedule an appointment.
KEN LEWIS
313-525-5200
Or Fax 313-525-3634

APARTMENT CLEANING
Full time position for person to clean vacant apartments. Own transportation. Apply between Monday-Friday, 7 45 am to 3 5 pm Green Hill Apartments maintenance office 8 mile road 1 mile West of Farmington Rd or call 810-906-0966 leave message

APARTMENT MANAGER COUPLE
For large suburban apartment complex. Must have 2 years experience in property management. Apartment & utilities provided. Call Mon-Fri 9am-5pm. 810-352-4043
An Equal Opportunity Employer

APPLIANCE REPAIR
VACUUMS
Westland company needs repair people Full/part time. Exceptional Wire Team.
(313) 721-2015

APPRAISERS
needed for Tri-County area
Bunnee Appraisal, call Hardi Bentz, 313 561-6055 FAX 313-591-3908

APPRENTICE WANTED
LIVONIA CLASSIC BRICK
(313) 427-1673

A RAPIDLY growing Birmingham CPA firm seeks full time Staff Accountant with min 1 yr experience. Knowledge of Creative Solutions software a plus. Excellent benefit package in a fun-minded environment. Call Kristen at 810 540 0350 or Fax resume to 810 540-0955

ARCHITECT
Entry/intermediate level architectural position available. Candidates must possess Auto CAD/Auto Architect experience. Send or fax resume to:
Technical Group Inc
12911 Farmington Rd
Livonia, MI 48150
FAX 313-261-9355

ARCHITECTURAL GRADUATE
With design background & minimum 3 years experience in custom, residential & commercial projects. Submit resume to Box #2080
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

AREA TIRE ONE automotive supplier seeks a Buyer for a mature, responsible individual to fulfill the role of Maintenance Helper. Successful candidate must possess High School diploma or GED equivalent, excellent driving record, ability to follow directions & interested please send resume by Jan. 18 to Human Resources Director, P O Box 395, Farmington, MI 48332-0395

ARE YOU ENERGETIC, always on the move, real estate may be for you
Call ERIC, 313-261-0700

REAL ESTATE ONE
Inquire about 100% commission

ARE YOUR HOLIDAY BILLS DUE??
Earn Money You Need with Us!
Temp To Long Term Positions
Assembly, Production,
Press Assistants
CORPORATE PERSONNEL SERVICES
(313) 722-7900

ART GALLERY
We will train you to become a professional Fine Art Consultant. Very high earnings. Full or part time from a gallery in your area. Call Neal Now
(313) 921-6530

ARTIST/PRODUCTION

WANTED! Well organized, detail oriented individual with experience in Technical Illustration, Lettering & Mat Knowledge in Color Dyes, Pagemaker & Illustrator. Please FAX resume with salary requirements to:
810-362-2355

ARTS & CRAFTS DIRECTOR
Part time for senior high rec department located in Northwest Suburbs. Excellent salary & benefits. Experience preferred. Respond to P O Box 803, Milford, MI 48381

ASE
Southfield, MI 48034
Fax 810 352 1183

EOE/M/F/D/V

ASE - loving family seeks mature person to care for our 3 year old. Light nature to care for elderly Mother on occasional basis. Light housekeeping & cooking. Non smoker. Experience helpful. References. Call between 9-5 weekdays
Barb-Tom

- AIRCRAFT FUELING
$7/hr after 90 days. Possible full time work in 12 months. Apply at Sky Helm Flight Support, Detroit Metro Airport. Exit 34B Lucas/Middlebelt Rd. TOCAL/DFW

ART VAN
MICHIGAN'S #1 FURNITURE RETAILER is now hiring full time sales people
We offer
- Vacations (up to 4 weeks)
- Full medical benefits
- Full dental benefits
- Life insurance
- Disability
Our sales people average $30,000 $40,000 per year with top producers earning over $70,000 annually. Call and make a career decision you'll never regret in the future store
Mr Donovan
(810)348 8922
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Mr Phillips
(810)569-3770
Southfield

- ASS'M'BLER
- AFTERNOON & MIDNIGHT SHIFTS
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- MECHANICALLY INCLINED
- HAVE OWN TOOLS
- UNDERSTAND BLUEPRINTS
- USE PRECISION MEASURING TOOLS
- WELDING, BURNING & A UNLIGHT BACKGROUND A PLUS
- COMPETITIVE WAGES BASED ON ABILITY & PERFORMANCE
- EXCELLENT BENEFITS
- EEOC EMPLOYER

SEND RESUME TO
ADG
28975 SMITH ROAD
ROMULUS, MI 48174

ASSEMBLY

START THE NEW YEAR WITH A NEW JOB

Good work Good people Clean plant Quality focus strong work ethic and beautiful cooperative nature are what we are looking for. Located near Canton, off I 275. $6 71 $8 21/hr to start. $8 $9 $10 38 in 6 months plus bonus eligibility & full benefits. Please send resume in confidence to
Assembly, Box #2173
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

ASSEMBLY
$5 $8/Hr.
Electronics, Machining, solder
ARBOR TEMPS 459 1199

ASSISTANT LEASING AGENT
PART-TIME
For Livonia area apt. complex. Various responsibilities at phases of leasing, some computer skills helpful. Call between 10am-3pm, Mon-Fri 810-476-6688

ASSISTANT CONSTRUCTION/ PROJECT SUPERINTENDENT
Established Southfield development and construction company needs an experienced and motivated individual to be responsible for project management and construction jobs. Competitive salary and benefit package. Send resume and salary requirements to Assistant Project Superintendent, P.O. Box 308, Southfield, MI 48037

500 Help Wanted General

ASSISTANT CONTROLLER
needed for Property Management/Construction Company. Please send resume to: Controller, P. O. Box 70, Southfield, MI 48037.

ASSISTANT CONTROLLER
Professional medium-sized law firm located in Downtown Detroit, seeks detail oriented individual to handle the day to day accounting functions. Must have at least 4 yrs. of accounting experience and possess excellent computer skills. CPA preferred. Generous salary & benefits is offered. If interested, please send resume and salary requirements to: Mr. Hamady, P.O. Box 591, Southfield, MI 48037.
An Equal Opportunity Employer

ASSISTANT CONTROLLER
Energetic person needed for growing Beverly Hills based company to assist Controller in day to day operations. Must possess 1 to 3 years experience in Accounts Receivable, Accounts Payable. Bookkeeping a be charm is a must in the window environment. Self initiative, strong organizational skills & ability to handle a wide variety of tasks are a must. Please forward Resume to Ann Kelly, 901 Sycamore

1750 S Telegraph, Ste 203
Bloomfield Hills, MI 48302
or Fax to 810-335-0154

ASSISTANT CORPORATION COUNSEL II
$I-Weekly, $1,417 - $1,653

Possess a Bachelor of Law or Juris Doctorate degree and be a member of the Michigan State Bar.

Official employment applications for Corporation Counsel positions. Must be postmarked or received no later than 4 PM on Tuesday, January 16, 1996

CONTACT: Oakland County Personnel, 1200 North Telegraph Rd, Dept. 440, Pontiac, MI 48341-0440.
(810) 858-0530

An Equal Opportunity Employer

ASSISTANT MANAGER
Property management office in Livonia is looking for an energetic Assistant Manager who possesses a professional attitude & image. Candidate must enjoy working with public & possess excellent administrative skills including organizational, typing & computer experience. Excellent compensation package available to qualified candidate. Send resume with salary requirements & references to: Box 2096
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

ASSISTANT
MANAGER TRAINEE
Possible position for successful, growing multi location building material company. Excellent opportunities & benefits available. Send resume to Siding World, 6430 E Nine Mile Rd, Detroit, MI 48234

ASSISTANT MANAGER/COUNTER Help - Full & part time for dry cleaning & laundry area. No experience necessary. Apply Sommer Cleaners, 2962 W. Maple at Coolidge
810 643 0607

ASSISTANT MANAGER
(SKATE SHOP)
for a one half million dollar business. 4 Years of retail experience as an assistant manager required. You must be personable & enjoy working with people. Familiar with figure skating equipment, equipment & skate sharpening a plus. Send resume to: The Detroit Skating Club, Attn: Mr. Mach, 868 Recreation Dr., Bloomfield Hills, MI 48302 or fax (810) 332 9912

ASSISTANT REQUIRED for Production House job. Involves computer generated vinyl lettering and designing, packaging mock ups. Knowledge of slat camera helpful. Apply in person only: Signtech, 29200 Lyndon, 31 Woodward, Royal Oak. No Saturday interviews
An Equal Opportunity Employer

ASSISTANT STORE manager must be experienced in all aspects of retail store management. Benefits package, salary commensurate with experience. Send resume to Box #2040
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

Associate Trainee
Immediate opening for serious career-oriented individual. Excellent opportunity in a dynamic team. People oriented organization offers on the job training, above average earnings, choice of locations. Call Vanessa
810 356-7111

ATTENTION!
Every small machine operators needed for Detroit plant. Both first and second shift available. Good wages and benefits. Over $275 weekly. Call Prof-price at
810-352-1334

ATTENTION
Oakland County Residents - Paid ON THE JOB Training Opportunity
- Machine Operator
- Electronic Assembler
- Window Assembler
- Machine Set Up

See if you qualify 810 354 8187
Hearing impaired call TDD 354-4831
EOE M/F/V/H

ATTENTION
PLYMOUTH OFFICE OF REAL ESTATE ONE
Seeking ambitious career-minded individuals. Maximize your earnings, work with an industry leader. We offer on the job training, flexible hours, over $50,000 first year income potential. For more information call
Shirley or Ed Ford
(313) 455-7000

ATTORNEY
for Southfield law firm. Experienced in all aspects of personal injury. Excellent interviewer to trial. Salary commensurate with experience. Send resumes to 2928 Colsis Rd. Royal Oak 48073

AUTO BODY
APPRENTICE
Trade school or experience necessary. Benefits. Apply within, contact Ralph
PAGE TOYOTA
31262 Telegraph, Southfield, MI

AUTO BODY Man Experience necessary. Benefits available. Sam Ross Shop Manager. Superior Oldsmobile GMC 8282 W Grand River Brighton
(810)227-1100

AUTO BODY REPAIR
shop needs body and paint prep people. MAKE BIG MONEY
(313) 535-8005

AUTO BODY Shop Detailer. Career minded individual needed. Great benefits/opportunity. Call Laura
(810)229-3990

AUTO BODY Tech, certified Great benefits, opportunities. West side Laura.
(810)229-3990

AUTO BODY Technician/Painter Uniforms & benefits. Apply within 12375 Merriman, Livonia.
313-913-9400

AUTO BOOKKEEPER
Excellent opportunity for individual with experience in auto office. Liberal benefits and bonus & salary. Modern non-smoking office. Please apply to Joel at (810)366-1000

JOE PANIAN
CHEVROLET-GEO
29111 Telegraph
Southfield

AUTO CLEAN UP / DETAILING
Earn $380 + Weekly
Experienced / Experienced Needed
Farmington (810) 478-4400

AUTO DEALER
Gordon Chevrolet of Canton City has immediate openings for service advisor & writer. Great compensation & benefits package for the right individuals. Contact Mr. Dan Kaplan
313-459-8295

500 Help Wanted General

AUTO DEALER
Assistant Service Manager
Busy suburban Dodge dealership has an aggressive experienced CSI oriented Assistant Service Manager. We are a large state-of-the-art facility looking for the best individual possible. Salary, commission & benefits including free health care to those who qualify; minimum 401(k) plan & demo program. Please apply in person:
TAMAROFF DODGE
24425 W 12 Mile
Southfield
810-354-6600
An Equal Opportunity Employer

AUTO DEALER
Immediate opening for cashier, full time 9-6 excellent benefit. Apply in person
STU EVANS
32000 FORD Rd Garden City

AUTO DEALER
Large volume auto dealer looking for person with experience. Experience preferred but will train the right person. Great benefits package. Paid training. Call for an appointment at (810)478-0500 ext. 444

AUTO DEALER
Positions open for
- Service Porter
- Prep Technician
- Light Service Technician
- Oil & Lube Technician

Full time. Excellent benefits. Good driving record & neat appearance. Apply in person. Stu Evans, 32000 Ford Rd., Garden City

AUTO DEVELOPMENT company seeks responsible individual to assist with facilities management. Some outdoor duties. Offering full time position. Please apply at
Ben Lerner Engineer, 32233 W 8 Mile, Livonia 48152

AUTO MECHANIC - Heavy repair, certified 5 day work week. Paid benefits. Hourly wages. Salary open. Call Mon-Fri 9-5 810-478-8300

AUTO MECHANIC - Precision Tune. Good pay & benefits for right person. Farmington Hills (810) 478-8400

AUTOMOTIVE ASSEMBLY
Available - Full time positions for persons with mechanical ability in Livonia area. Day shift only. Earn 3 30pm
- Some medium/heavy lifting
- Some knowledge of pneumatic tools
- Paid weekly
- Raises, paid holidays
- Health insurance available

Must have valid driver's license, high school diploma, & dependable transportation. Call to set up interview
STAFFING SPECIALISTS
810-478-3220

AUTOMOTIVE ASSEMBLY
Available - Full time positions for persons with mechanical ability in Livonia area. Day shift only. Earn 3 30pm
- Some medium/heavy lifting
- Some knowledge of pneumatic tools
- Paid weekly
- Raises, paid holidays
- Health insurance available

Must have valid driver's license, high school diploma, & dependable transportation. Call to set up interview
STAFFING SPECIALISTS
810-478-3220

AUTOMOTIVE BODY SHOP
Porter and Prep person
Apply in person at
STU EVANS
LINCOLN MERCURY
32000 Ford Rd.
Garden City, MI 48135

AUTOMOTIVE
Full time person for oil change service. Preferred person having some experience. Pleasant working conditions. Livonia location. Call Sarna Tom 8am
(313) 422-6464

AUTOMOTIVE
Oil, Changers and Light Service Techs. Full time & Part time. Apply in person. Now Making Ive. 31230 Ford Rd between 6 & 7 Mile

AUTOMOTIVE PARTS COUNTER PERSON with GM experience requested at Fred Lavery Pontiac GMC and Lincoln Mercury. Excellent medical and retirement benefits. Competitive wages. Contact Paul Kaminski, Fred Lavery Pontiac-Cadillac-GMC 3500 Jackson Rd., Ann Arbor, MI 48103

automotive

Progressive state-of-art manufacturing business in N.E. suburbs has immediate openings for

Tool and Die Maker
Journeyman tool and die makers experienced with large Class A panels to support upcoming production

Quality
Inspector/Auditor
Five yrs experience in manufacturing environment, exposure to sheet metal highly desirable. Must read blueprints, know standard hand tools, GR & R, receiving inspection, computer skills, writing statistical reports. CQI, QS 9000 experience a plus

CMM Operator
Five years experience (moving inspection equipment to production floor). Must read blueprints, GD&T, CMM programs, CAD interface, PC DMIS, GD & T training, computer skills and demonstrated production experience required. Must have College degree metrology certificate, Quality experience and QS-9000 experience a plus

Interested / candidates are asked to submit their resume to:
Box #2137
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

automotive

Purchasing - Steel

A tier one auto supplier has need for an experienced steel buyer to produce raw materials and other production parts for a fast paced environment.

Preferred candidate possesses at least five years purchasing experience, with quality supplier or OEM company, indepth knowledge of steel and other raw materials, and should hold a college degree in a related discipline and be computer literate.

Interested applicants are asked to submit their resume and salary requirements to Box #2141
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

Automotive Sales
Detroit area GM Dealership is seeking candidates for vehicle sales. Positions Full time/part time. Professional work environment, customer friendly atmosphere. Training is a company program with income potential in excess of $40K. Must have solid communication skills, professional appearance, attitude & career goals. Please send resume to: Box #2178
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

Automotive
SUBURBAN NISSAN/VW is in need of a parts Counter Person/Driver & also a Lot driver. Will train. No experience necessary. Contact Dean or Dave Burke at
810-459-7800

★ AUTO PARTS DRIVER / STOCK PERSON (M/F)
Needed for warehouse in Farmington Hills. Full time, Part time. Great for students & retirees. Great Pay & Great Benefits. Call between 8am-1pm.
810 471-7222

AUTO PORTER
For Used Auto dealer. Good pay. Great working conditions. Start immediately.
(313) 729-3400

AUTO REPAIR TRAINEE
Summer or full time. Will train. Good pay & benefits. Apply in person at BRC Spring, 31744 W 8 Mile Rd., Farmington Hills

500 Help Wanted General

AUTO PARTS REPRESENTATIVE
Clean oriented dealership seeking an experienced, hard working individual to coordinate and advance the sale of parts department including internal and external orders, stocking, and expediting wholesale market. Benefits include competitive pay plan, paid vacation & holidays, paid health & dental insurance. Send resumes to: Box #2179,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

AUTO PORTERS Full time, 40 hours plus. Part time. Drivers Must have a good driving record. Good hourly wage and benefits package. Apply at Lexus, Infiniti, LaFontaine Chevrolet 40875 Plymouth Corner of Haggerty & Plymouth Rd. in Plymouth
313-453-4600

AUTO RENTAL DEPARTMENT
Gordon Chevrolet of Gordon City has immediate opening in their auto rental department. Good customer service, organizational skills, & dependability a must. Good working conditions & benefits package. Call Lebamann at
(313) 458-5265

AUTO SERVICE Manager Trainee To $60K/wk Salary, bonus, benefits PERSONNEL DATA REPORT
(810) 624-1500

AUTO TECHNICIAN/ LIGHT REPAIR
Certified preferred. Long term positions with full benefits including dental, life insurance, retirement. Vacation 5 Day work week and top flat rate. Apply to
Bob Chrysler
Lou LaRiche Chevrolet
40875 Plymouth Rd.
in Plymouth
313-453-4600

AUTO, TRUCK & VAN CUSTOM Corporate Office in Novi. Company has openings for sunroof, alarm and accessory installers. Experience or graduate of trade school preferred. Will train the right person.
(313) 255-6226 Call

BABY'S ROOM is now looking for permanent part time & full-time sales positions for our new Northville store opening soon. Flexible hours, soft insurance, & good starting pay for training. Inquire at (810) 348-5636

BAKERY - COUNTER SALES
Part-time Good pay. Apply at World Class Cakes, 6588 Orchard Lk Rd, W. Bloomfield (810) 626 5511

BANKING
ATM SPECIALIST
for a growing financial services corporation. Successful candidate must have 3 years technical ATM experience, demonstrated leadership skills, PC experience using Word Processing and Spreadsheet Software and good oral, written & communication skills. Preferred experience in Data Processing and Customer Service. Knowledge of Microsoft Mail, Business or Computer Science preferred, we offer competitive salary & benefits, career opportunities for personal and professional growth. Send resume, salary requirements to JoAnne, 23100 Providence Dr., Su. 200 Southfield, MI 48075

Banking

COMERICMART
BANKING
SPECIALIST

Comerica Bank, has challenging career opportunities for Banking Specialists at our ComericMART locations in Oakland Lake and Farmington Hills area.

The successful candidate must be an energetic, sales-oriented individual willing to work flexible hours, and to be part of the success of our Comerica MART banking team. You will be responsible for achieving branch and individual sales goals through effectively cross selling products and services, providing exceptional customer service, developing sales selling techniques and maintaining a professional image. Specific duties include accepting, reviewing and dispensing of loan/lease applications, and customer complaints concerns and resolving them in a timely fashion.

Time a 20-25 hour per week position that may include two 10 hour days. To qualify you must have high school diploma or equivalent and good math, clerical, public contact and communication skills. Cash handling and sales experience are preferred.

Comerica offers a competitive salary and comprehensive benefits package. For consideration please send resume and salary history to: Comerica Incorporated, Dept. 5-Q, P O Box 75000, Detroit, MI 48275 3321. Comerica Bank supports the drug free workplace. Comerica Bank is a required step in the employment process. Equal Opportunity Employer M/F/D/V

BANKING

OPEN
HOUSE

Proof Operators
Proof Clerks
(Receiving & Dispatch)
ATM Processors

Michigan National Bank has immediate openings for Proof Operators at our Center located in Livonia. The successful candidate will be detail oriented, possess previous balancing, cash handling 10-key calculators to perform a variety of duties that will be helpful to work in a production environment. Prior proof operator positions, experience is preferred

Our employment representatives will be accepting applications on

Tuesday, January 9th
From 10:00 am - 2:00pm
At Michigan National Corporate Human Resources Department
27777 Inkster Road
(Inkster Rd. & 8 Mile Road)
Farmington Hills, MI

If you can't join us on these dates, You may apply at our Human Resources office located at the above address, on any Tuesday, Wednesday or Thursday from the hours of 10:00am and 2:00pm

We promote a drug free environment. Equal opportunity employer. We offer pre-employment process. An Equal Opportunity/Affirmative Action Employer

Michigan National Bank
BINDERY/DELIVERY PERSON
Experienced. Full or part-time for established commercial printer. Call (313) 835-4240

500 Help Wanted General

Juice Bar/Coffee Bar Attendant
with counter experience needed full time for day shift in Bloomfield Hills. Benefits available.
(810) 332-3434

Beauty Salon

RECEPTIONIST
needed full time with salon experience & computer skills in Bloomfield Hills. Excellent wages & benefits. Call today
(810) 332-3434

BECOME SOMEONE AMERICAN CAN DEPEND ON

Farmers Insurance Group is a multi-billion dollar property/casualty insurance company insuring millions of Americans in 25 states. If you would like to share in our company and rewards, we are seeking high energy individuals interested in a career in insurance sales. Maintain current employment while completing our exclusive 3rd largest insurer of Autos & Homes. Requirements

- 3 to 5 year college degree
- 3 to 5 years of management/supervisory experience
- Excellent credit
- No prior insurance/auto/real estate sales experience

FARMERS INSURANCE GROUP
Call for interview
810-559 1650
An Equal Opportunity Employer

BINDERY
Experienced Collators, index tabs, shrink wrap, Rosback & Muller. Some Phone interviews & appointments. Bob Spurr (313) 261-6009 Or Fax (313) 451-0994

BOOKKEEPER/ ACCOUNTANT
Full time position Good benefits Send Resume to
JFA, 15100 W 10 Mile Oak Park, MI 48237

BOOKKEEPER/full charge
Growing Southfield industrial distribution company seeks a self motivated individual to handle the day-to-day accounting functions. Ideal candidate will be an analytical team player with excellent interpersonal skills, a strong computer background and solid computerized bookkeeping experience that includes Peachtree. If interested send resume and salary requirements to Mr. Hamel, PO Box 681, Southfield, MI 48037.
An Equal Opportunity Employer

BOOKKEEPER
Southfield based management company seeks self motivated individual to handle the day-to-day accounting functions for multiple properties, including governmental reports. Ideal candidate will have a BA degree, strong computer skills and 3-5 years accounting area experience. If interested send resume and salary requirements to Mr. Hamel, PO Box 681, Southfield, MI 48037.
An Equal Opportunity Employer

BOOKKEEPER
Full time, Bookkeeper/Receptionist. Well established Bloomfield Hills area. Excellent benefits. Salary commensurate with experience. Call Mr. Bradley
(810)231-6869

BUILDER ASSISTANT - No experience necessary. Must be self motivated. Apply in person Mon-Fri, 8 10am. Apply at Sunset Homes, 30700 Telegraph, Bloomfield Hills

TOOLS FURNITURE 30972 Industrial Rd., Livonia (313) 422-3890

BUILDING ENGINEER

The position reports to the PM and requires a minimum of ten years experience in building operations & maintenance with a refrigeration & blowers certification. Extensive hands on experience in the operation of building automation equipment, preventative maintenance programs, energy management systems, building codes and accepted construction practices. Send resume and salary requirements to

Imagine Commercial Group
30100 Telegraph, Suite 142,
Bingham Farms, MI 48025

BUILDING/MAINTENANCE

Growing company in need of a team oriented building maintenance person. Ideal candidate should possess the following experience

- Minor grounds maintenance and building repair
- Painting
- Locksmith maintenance
- High School Diploma
- Computer literate

Full benefit package available. Apply today

1351 Hix Rd
Westland MI 48185

BURNER

Steel service center located in Livonia has immediate opening of an experienced Burner for shearing. Ideal candidate must have experience as a burner operator. Benefits include Paid vacations, 401(k) Plan, profit sharing, medical, life insurance, EOE. Mail Apply by letter/resume only to

COPCO STEEL CO
CO P O
13101 Eckles Rd. Bldg #7
Livonia, MI 48150

BUSINESS MANAGER experienced for Fitness Center. Excellent opportunity. Good salary & benefits. Send resume to Box 42161, Attn: BM Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia MI 48150

BUSY ANN Arbor 5 Star Automotive dealership seeking Service Writer & Service TECHNICIAN. Must be state certified and GM experience preferred. Excellent benefits package (401K) programs. Competitive wages. Contact Service Director Jim Bradley Pontiac-GMC 3500 Jackson Rd Ann Arbor, MI 48103

BUYER

To purchase materials, tooling & equipment for OEM automotive parts supplier in Downtown facility. Find local vendors and prepare monthly reports. 3 yrs purchasing experience required. Please fax or send resume to: Human Resources, Hamtek Industry of America, Inc. 28333 Telegraph Rd Suite 375 Southfield, MI 48034
No Phone Calls Please

CABINET MAKER
Commercial store fixtures & millwork. Must be capable of wood & laminate work from blueprints. 313-921-5000

CABINET SHOP
In Oak Park needs workers. Mon-Fri. 8 5pm. 10 00am
(810) 542 2700

TIME WARNER CABLE of Oakland County has immediate openings for full time level installers. Interested applicants may apply in person at Time Warner 37735 Interchange Ct., Farmington Hills. Time Warner is an Equal Opportunity Employer

CAD OPERATOR
$15-$20/HR. TO START
Requires 1-3 yrs. experience
ARBOR TECHNICAL 498-1166

500 Help Wanted General

CABLE TV INSTALLER
Must have High School Degree. Good driving record and experience. All tools provided. Good benefits. Phone (810) 540-6110, Ref. #96. EOE

CAD OPERATOR - automation components and End Arm tooling for sale of parts. CAD experience required. Excellent opportunity in growing firm. Call Sam 2pm, CPI Products, L.C., St. Vincent and Sarah Fisher Center, Farmington Hills. EOE

CHILDCARE WORKER
Full & part time positions
Downtown Ann Arbor daycare.
810-648-0290

CHILDCARE WORKERS
Full and part time. Some experience and/or college. Apply at: Jewish Community Center, 6600 W Maple, Discovery Learning Center, 45678 Hiam St., in Plymouth.

CHILDTIME
CHILDREN'S CENTERS
Staff Caregivers sought for daycare centers located in Troy. Full and part time assistant positions available. Benefits include 401K, insurance options, paid vacation, holidays and much more. To apply, call 810-528-1780 EOE.

CITY OF LIVONIA
The City of Livonia is seeking qualified candidates for FULL-TIME AND/OR PART TIME PERMANENT AND/OR TEMPORARY POSITIONS for the following positions. Applicants must be U.S. citizens or resident aliens with the right to work in the U.S.

1996 SUMMER RECREATION AND SWIMMING POOL PROGRAMS

$5.75/hr - $8.00/hr. Applications are being accepted for the summer employment for the following positions: Pool Manager, Pool Cashier, Golf Courses, Playgrounds, Adaptive Recreation Leader (Playgrounds, Golf Courses), Recreation Leader, (Historical Arts & Crafts Instructor), Program Specialists (Pool Manager), Recreation Specialist (Pool Manager or Lifeguard II), Water Safety Instructor Certified, Recreation Leader (Lifeguard I - Senior Lifesaving & CPR Certified). Recreation and hourly wages vary for each position.

SEASONAL LABORER I
$6.25 First Season $6.75 Second Season.

SEASONAL LABORER II
$6.75 First Season $7.25 Second Season.

Applicants must have reached their 18th birthday by date of employment. Apply in person at City Hall and on an acceptable driving record

APPLY IN PERSON TO Livonia City Civil Service Dept. 33000 Civic Center Dr. (5 Mile and Farmington Rd.) Livonia MI 48154
(313) 421-2000 ext. 294

NO RESUMES ACCEPTED
An Equal Employment Opportunity Employer M/F/H

CLAIMS MANAGER
3rd party Administrator located in Ann Arbor Michigan is looking for Claims Manager to oversee the Claims department located in Livonia Michigan. Must have 5 years experience in health claims adminstration, supervision and management experience required. Supervisory experience required. Competitive salary and benefits package, along with salary requirements to Benefits Source Inc. 1000 Victors Way, Ste 200 Ann Arbor MI 48108 Attn Diane Tuller

OFFICE CLEANERS
(DAYS OR NIGHTS)
Troy, Farmington Hills, Ferndale
Full time
$5.75 to $8.00 per hour
(810) 463-4420

CLEANERS NEEDED for Northville area. Part time Evenings Tue 5 pm 9 pm, 3 days a week available. $6.50 $7.25
(810) 471-1811

$ MAKE MONEY
Lee's Summit Missouri Health Protection Corporation
(Start at $7/hr)

CLEANING COMPANY. Full time position open. Must be able to operate floor & carpet cleaning equipment. Hours are approximately 4 30am Sun thru Thurs. Experience preferred but not necessary. Start $8 per hr
810-474-9520

CLEANING
PERSON
needed full time for Bloomfield Hills day spa. $8/hr. and benefits package. Call today
(810) 332-3434

CLERK/ MESSENGER
Part time position with busy Bloomfield Hills law firm. Duties include: Delivering document & library filing, copying etc. Flexible hours. Please send resume to Personnel 20501W Woodward, Suite 350 Bloomfield Hills MI 48304 or fax to Call Personnel at
(810) 258-8700

CLERK POSITION - Prestigious Bloomfield Hills law firm seeks candidate opening for a Clerk position on a part time basis. Approximately 25 hours per week. Duties include filing legal papers with area courts, general office filing, administrative word processing, skills education in secretarial studies preferred. Salary commensurate. Must be able to lift 40 lbs. Please submit resume number of references to Box #2142
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

CLERK POSITION
Michigan Income
P O Box 681
Bloomfield Hills MI 48303
Call Ron 810 642-5770

CLERK/STOCK POSITION
Part time, 18 or older. Flexible hours. Apply in person at Baker Pharmacy, 2500 12 Mile Road.

CLERK TYPIST position available. Type 40 wpm experience in general office machine operation, word processing, skills education in secretarial studies preferred. Salary commensurate. Must be able to lift 40 lbs. Please submit resume number of references to Box #2143
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

CLINICAL OPERATOR
Must be able to program. Over time full benefits. Apply at: 30621 Industrial Rd. Apply Now

CNC LATHE & MILL OPERATORS
Experienced or entry level. Days & Nights. Wage scale $7.00 - $7.50 per hour. (313) 464-3170. EOE

CNC MILL & CNC LATHE OPERATORS
Prototype automotive detail work. Nights. Well located near machines. Must have experience in setup & operation of turning units, forms, for condensed facility.
Delta Research Corporation
32971 Calpine
(313) 261-6400

CNC MILL HANDS
One and two spindle
CNC mill hands. Immediate openings. Nights, good pay, holidays, vacations & bonus.
Accepting applications starting January 1, 1996
CNC PERFORMANCE PRODUCTS, INC.
201 Industrial Drive
Plymouth, MI 48170
313-455-2020
EOE M/F/V/H

CNC MILL OPERATOR
Experienced machine operating conditions. Livonia 1-800-968-9080

CNC PROGRAMMER
Surface machining automotive prototypes from solid. Knowledge of Cad/Cam required. We train skilled conventional CNC Programmer. Delta Research. 32971 Calpine Livonia MI 48150
(313) 261-6400

COLLECTIBLE GIFT & Doll Store in Plymouth now hiring full & part time help. Flexible hours